

AWARE

Auto Workers and Related Employment

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Transferable skills can be used in every occupation, regardless of the type of work.

TRANSFERABLE SKILLS MAY PROVIDE AN ANSWER

Sometimes your former skills may translate into a new job with no or only minor retraining necessary. For instance, a mechanic's ability to diagnose, problem solve, or repair would be transferable to some extent from one job setting to another. Another instance would be a person in business who had the ability to multitask, prioritize, and manage work flow. At times, we work in a job long enough that we forget all the skills we use to get the job done. Many of these skills would be valuable in a new work setting; these are transferable skills.

If you have had experience, for example, reading assembly line blueprints and drawings, you should emphasize the fact that you can follow instructions and drawings without supervision. If you have repaired robots or welding machines, emphasize your mechanical skills, not specific auto line skills. Also consider your everyday living skills. Have you repaired the engine on your lawn mower, wired an outdoor shed, kept records for your church or bowling league, or provided training for Boy Scouts. There are a number of transferable skills that relate to these activities which can be stated in general terms rather than specific to one task. A good source to help you remember transferable skills is www.onetonline.com. This source provides free job description information.

When you have identified your transferable skills, develop them into action statements that you can use on a resume and in an interview. "I am a well organized person with the ability to multitask" (you had to be if you had to have the parts ready for six different vehicles in a short period of time). Let them know that your skills will fit their needs!

WHAT IS BADGERCARE PLUS?

BadgerCare Plus is:

- a program for children under 19 years of age and families in Wisconsin who need and want health insurance.
- for all kids, regardless of income.
- about more than just kids. It also offers access to comprehensive, affordable health care to many families and pregnant women in Wisconsin
- simple. It is easy to complete an online application at access.wi.gov.
- designed for people who do not currently have access to health insurance. It is not designed to replace private insurance. For that reason, we have established specific rules that do not allow most people to drop their private insurance to participate.

For information about the BadgerCare Plus Core Plan for Childless Adults, go to badgercareplus.org/core.

FAMILY FINANCES..PLANNING IS ESSENTIAL

Getting by on less requires immediate planning, including establishing what your net income will be in the near future, using your funds very wisely, and involving the family.

Be sure to be conservative when figuring your income. Also look at your credit report—are you up-to-date on all payments or do you owe? If you owe, which are the most critical payments to make—housing, utilities and shelter should be at the top. Entertainment (movies, minimizing cable TV), cutting back on phone service, and eating out less are all areas where saving can be substantial. Track your expenses so you can actually see where your money is going.

Be cautious about dipping into assets, retirements, or savings. Perhaps restructuring your debt may save some funds (borrowing rates have seldom been lower!). Credit card debt can be substantial with high rates—get rid of them or control them as much as you can. Keep one only for cases of emergency.

If you can't make your payments, don't panic. Work out what you can afford to pay with your creditors—they don't really want your house or car, so most will be willing to work with you. Contact creditors *before* you miss a payment—don't ignore your problems! Also look at any assets that might be converted to cash, even insurance policies. But be sure you still have a minimum amount of coverage in case of any disasters. You may also want to borrow against the policy's cash value. Other assets you may possibly want to sell include collectibles, antiques, furniture, vehicles, tools and similar items.

The bottom line means that you must take control of your personal finances as quickly as possible. The best way to do that is by using common sense, and living as much as possible within the means of your limited income.

OPPORTUNITIES IN WELDING

One of the fields where job openings are prevalent is welding. According to JobNet, there are about 150 welding openings in Wisconsin as of now! "And they truly only list a fraction of what is really out there," according to Blackhawk Technical College welding instructor Larry Bower.

Bower says that BTC has expanded its offerings to meet the need, with some openings in the spring evening classes still available, along with a new Saturday credit class, and a full credit summer school section starting in June.

"We also have a brand new weld shop with the best welding equipment you'll find," Bower added. Contact BTC for information at (608) 758-6900 or Bower at (608) 757-7637 or lbower@blackhawk.edu. Opportunities exist in other career areas and at other colleges. To gain a sense of what is available in the job market, access www.JobCenterOfWisconsin.com.

Credit card debt can be substantial—get rid of them or control them as much as you can!



There will be an anticipated 450 job openings annually in Wisconsin

JOB OPPORTUNITIES CAN COME FROM UNLIKELY PLACES

While JobNet and the Rock County Job Center are certainly great avenues for locating employment, sometimes jobs can be found from what are quickly becoming non-traditional or unlikely sources. The best bet for you—have your contacts in a wide variety of areas/programs/services.

Posting your resume on leading sites like Monster.com and HotJobs.com is an excellent start, however, one of the best sources is from people you know—they can extend your search into areas you might not have access to. Networking is an important way to “spread the word” you’re looking. Newspaper want ads, especially Sunday editions of larger papers, carry many job openings. Take a look through the yellow pages—you’ll find many businesses that may have “slipped your mind” as possible employers.

Consider “niche” Web sites that cater to specific industries, like www.nicheboards.com, and dare to be different. Even if you’ve been rejected, if you feel your interview went well, follow up and keep trying—they may have more openings or the applicant selected may not accept. Never “burn your bridges,” and who knows, you may get that follow-up call you’ve been waiting for!



Good old-fashioned newspaper want ads can be a great source of finding job openings

CAN YOU GET ALONG WITH OTHERS?

Self-management skills—ensuring that your personality fits with a company and their staff—is one of the most important skills and aspects in your job search.

Over half of the people who are unsuccessful in a job have trouble with their co-workers and bosses, so it is important to show how you can fit into their operations. Studies reveal that many employers would rather hire an inexperienced worker with good self-management skills than an experienced worker who might cause problems. It’s important at both the interview level and hiring level that you exhibit that you are a “team” player who will help the company/business to prosper.

What aspects/traits do successful self-managed people possess? They are generally empathetic, exude an aura of self-respect, and are enthusiastic. They also have a good sense of humor, are sincere, confident, and expressive as well as spontaneous. They are also trustworthy and firm while not seeking excuses but looking for solutions. These are but a few of the traits that reveal someone who is in control of their lives and show it in their demeanor.

Too often in today’s world exhibitionism and self-promotion receive the headlines and publicity, but the ones who are most respected, successful, and eventually gain the admiration of their cohorts are those with self-management skills.

TO GET STARTED....

1. Contact a Case Worker at the Rock County Job Center.
2. Fill out the General Information Form (GIF).
3. Complete the JobFit assessment to identify your aptitudes, interests, abilities, potential career choices, learning style, math and communication skills, and preferred work setting characteristics. Go to www.JobFit.com/swwdb.
4. Review and complete other information and worksheets.

Now is the time to get started!!

CHECK OUT THESE OPPORTUNITIES

There are several **Dislocated Worker** group sessions approaching that may be of interest to a number of you. This is the first step in the process for Dislocated GM and other workers related to the automotive field. Check out the following and call the Rock County Job Center for further information or to schedule a session—Julie Funk at (608) 741-3462 or Carol Kohl at (608) 741-3418. All dislocated worker sessions are held in room D at the Rock County Job Center. Success Skills Training are in room B.

Dislocated Worker Session	Weds., January 14, 9-11 a.m.
Success Skills Training III	Fri., January 16, 8:30 a.m.-noon
Dislocated Worker Session	Weds., January 21, 2-4 p.m.
Dislocated Worker Session	Fri., January 23, 9-11 a.m.
Success Skills Training I	Fri., January 23, 8:30 a.m.-noon
Dislocated Worker Session	Tues., January 27, 10 a.m.- noon
Dislocated Worker Session	Thurs., January 28, 2-4 p.m.
Success Skills Training II	Fri., January 30, 8:30 a.m.-noon

Success Skills Training can be taken in any order—you don't have to take I first! It is a certificate-program that is being recognized by employers in Rock County as a program that teaches individuals the importance of "soft skills" on the job. In order to receive a certificate, all three sections must be completed. One centers around attitude and responsibility, another on communication, and a third on decision making/problem solving (three morning sessions complete it). This is an excellent chance to enhance your job-readiness skills, showing potential employers you are ready, willing and able. There is no cost. Call (608) 741-3578 to register.

NOW IS THE TIME TO TAKE THAT FIRST STEP!!

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QUOTE OF THE DAY

"The person who goes the farthest is generally the one who is willing to do and dare. The sure-thing boat never gets far from the shore."

---Dale Carnegie